Records Management Workshop, GSA, NARS	Records Management Workshop, GSA, NARS 12-23 Sep; 24 Oct-4 Nov; 5-16 Dec 1966
Source Data Automation Workshop, Region 3	Source Data Automation Orientation(2 day), May 12-13, 1966
Paperwork Management (American Univ.), 54.572, Part II, "The Management of Institutional Records Systems, Maintenance and Disposition, (given at: The National Archives, 8th & Pa Ave, NW, Wash,D.C.)	Paperwork Mgt. (American Univ.), 54.572, Part I "The Mgmt of Institutional Records Systems" (given at: The Nat. Archives, 8th & Pa. Ave,Wash,D.C.), about ___ Sep 1966.
Plain Letters for Executives, GSA Inst	Plain Letters for Executives, GSA Inst. 18-21 Apr; 20-23 June (4 - ½ das.) Plain Letters, 2-5 May; 6-9 June
Directives Improvement, GSA Inst.	Directives Improvement, GSA, Inst., 25-26 Apr; 20-21 June 1966
Files Improvement, GSA Inst	Files Improvement, GSA Inst. 25-26 Apr; 26-27 May; 27-28 June 1966
Speeding The Mail	
Forms Analysis and Design	
Space Planning & Layout, GSA Inst.	Space Planning & Layout, GSA Inst., 23-27 May 1966
	Forms Improvement, GSA Inst., 13-13 June (2 full-days)
Logistics Support Course (Ames Bldg.)	